USDA

United States	Agricultural	1400 Independence Avenue, SW
Department of	Marketing	Room 3071-S, STOP 0201
Agriculture	Service	Washington, DC 20250-0201

TO: AMS Employees

FROM: A. J. Yates
             Administrator   September 14, 2004

SUBJECT: Availability of AgLearn and Procedures for Obtaining Access IDs

On September 20, 2004, the Department of Agriculture (USDA) will open up its electronic learning environment, known as AgLearn, to all AMS employees. This Web-based service will allow *all* AMS employees, regardless of where they are in the organization, to participate in online learning opportunities as well as to track their developmental progress. For those of you who may not be familiar with on-line learning, you can visit the AMSTI Web-site at http://www.ams.usda.gov/training for more information.

AgLearn will replace the electronic training system known as GoLearn now being used by some AMS employees. If you are currently using the GoLearn Web-site, please finish all incomplete courses before September 30. In October, AMS course completion data will be exported from GoLearn and imported to the new AgLearn system.

To access AgLearn, each AMS employee will need an electronic ID and password. This credential can be obtained using the instructions in Attachment A and B. Eventually, AMS employees will be able to use their electronic USDA ID to access a wide range of USDA Internet-based applications such as the Employee Express Page. We would like to have all AMS employees obtain their electronic ID for accessing AgLearn by *September 30, 2004*.

The AgLearn service is a relatively new service, so if you experience any difficulties with AgLearn, please contact Jerry Fernandez (AMS Training Institute) at 213-534-1719. Similarly, if you experience any difficulties with obtaining an electronic USDA ID, you can contact the e-Authentication helpdesk at eAuthHelpDesk@usda.gov or Gino Yannotti (AMS Information Technology Group) at 202-720-7922.

We hope that employees will find the AgLearn courses to be a useful resource that allows us to improve our skills and better serve our customers.

Attachments

How to Obtain a USDA Electronic Credential:

Log into www.eauth.egov.usda.gov/employeeaccount/ using your Internet browser where information entered by you will be compared to the National Finance (NFC) payroll data. The information you enter is handled through secure channels and is used only to validate your identity against information already known and stored at NFC. If all of the data entered by the matches the data held at NFC, then you will be electronically issued a USDA eAuthentication service credentials (user ID and password) with Level 2 assurance. We would like all employees to obtain their credential by September 30, 2004.

In order to facilitate this task, it is suggested that all the information needed to register be gathered before it is to be entered into the registration screen (see Attachment B). The following chart outlines where the needed information can be acquired.

EMPLOYEE INFORMATION NEEDED TO OBTAIN A USDA CREDENTIAL

DATA POINT	CRITERIA	SOURCE
First Name, Middle Initial, Last Name	Enter exactly as shown on the mailing address	AD-334[1]
Social Security Number	Enter exactly as shown in box 2 without the hyphens	SF-50[2]
Home Address State and City	Select the State and City exactly as shown on the mailing address	AD-334
Agency	Select the Agency listed in the first line of box 22	SF-50
Duty Station Code	Enter exactly as shown in box 38 without the hyphens	SF-50
Last Service Comp Date	Enter exactly as shown in box 31 without the slashes.	SF-50
What is the net amount of your last paycheck?	Enter the amount shown on the latest statement	AD-334
Grade and Step	Select the Pay Plan and enter the Grade and Step shown on latest statement	AD-334

[1]Statement of Earnings and Leave (AD-334): Statements of Earnings And Leave are received in the mail and can be accessed over the Internet via the Employee Personal Page at www.nfc.usda.gov/personal/index2.asp. If the employee is not already in possession of an account, one can be acquired here.

[2]Notification of Personnel Action (SF-50): Notification of Personnel Action forms are received by USDA employees whenever there is any change in their employment status or conditions, and are received at least once a year. Those unable to locate any historical Personnel Action forms may contact their administrative office or an HR representative to receive this information.

GUIDANCE FOR CREATING IDs AND PASSWORDS:

Your User ID:

Please use your first initial and last name as your user ID (e.g., John Smith would create the ID jsmith). You may need to add your middle initial or a number to obtain a unique ID, such as jqsmith. Your User ID must be 6 to 20 characters long, and may only contain letters and numbers (no spaces, tabs, or punctuation marks). Your User ID is not case-sensitive. Once you create a User ID, it cannot be changed.

Your Password:

Passwords must be 9 to 12 characters long, are case-sensitive, and must meet the following requirements:

1. Must contain at least one uppercase letter and at least one lowercase letter

2. Must contain at least one non-alphabetical character, which includes numbers and these punctuation marks: ! # - $ % * = + : ; , ?

3. Must <u>not</u> use spaces, tabs, or any punctuation marks not shown in the list above, and

4. Must <u>not</u> contain your first or last name, your User ID, or dictionary words.

TROUBLESHOOTING:

It is possible that a small percent of employees will encounter problems with this process. For example:

If:	Then:
The data entered by the employee does not match the data held at NFC and the eAuthentication team representative determines that the data discrepancy is not critical for identity proofing the employee (i.e., the data discrepancy is caused by a typo, etc.),	The eAuthentication Help Desk representative contacts the employee to assist with registration via email or phone. The employee will be issued a USDA eAuthentication service credential (userID and password) with Level 2 assurance.

If:	Then:
The data entered by the employee does not match the data held at NFC and the social security number entered by the employee is known to the NFC system,	The information will be sent to the USDA eAuthentication Help Desk team for further processing. If they are unable to resolve the issue via phone, the user's Name and a limited subset of their information will be forwarded to the Agency Registration Lead who may assist the employee in updating their personnel information through the standard HR process.
The social security number entered by the employee is not known to the NFC system,	The employee is prompted to update their personnel information through the standard HR process. To assist in determining their HR contact, the employee may contact their Agency Lead. The AMS lead can be contacted at 202-720-7922, (Gino.Yannotti@usda.gov) or 202-720-1237, (Blaine.Whitten@usda.gov).
The employee has an active credential on file,	The employee will be directed to the eAuthentication Help Desk for assistance.

For assistance with the employee credentialing implementation process, please contact the eAuthentication Help Desk at eAuthHelpDesk@usda.gov.

USDA United States Department of Agriculture
USDA eAuthentication

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Quick Links

Employee Links

Activate Your Employee Account

Activate Your Employee Account help

In order to activate your Employee Account, please provide the following information. All information must appear exactly as it does in your USDA employee record. All of this information can be found on your Earnings and Leave Statements and any Notifications of Personnel Action you have received.

Required fields are marked with an asterisk.

First Name*: [   ]

Middle Initial: [ ]

Last Name*: [   ] (No punctuation or spaces)

SSN*: [ ] - [ ] - [ ] (###-##-####)

Date of Birth*: [ ] - [ ] - [ ] (mm/dd/yyyy)

Home Address State*: [Alabama [AL] ▼]

Home Address City*: [City 1 ▼]

Agency*: [SEC Office of the Secretary ▼]

Duty Station Code*: [ ] - [ ] - [ ] (##-####-###)

Last Service Comp Date*: [ ] - [ ] - [ ] (mm/dd/yyyy)

What is the net amount of your last paycheck*? $ [ ] , [ ] . [ ] (##,###.##)

What is your Grade and Step*? [GS ▼] [ ] - [ ]

[Next]

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Upon completion of this page, you will be asked to select a user ID and password, as well as provide your work email address.

Your User ID must be 6 to 20 characters long, and may only contain letters and numbers (no spaces, tabs, or punctuation marks). Your User ID is not case-sensitive. Once you create a User ID, it cannot be changed.

The password must have the following format:
- The password must be a minimum of 9 characters and cannot exceed 12 characters.
- Your password, which is case sensitive, must meet these requirements:
  - must contain at least one uppercase letter, at least one lowercase letter, and at least one non-alphabetical character, which includes numbers and these punctuation marks:
    ! # - $ % * = + : ; , ? ~
    Do not use any punctuation marks not in the above list, or spaces or tabs.
  - may not contain your first or last name, your User ID, or dictionary words.

Your email address should be the email address you use most frequently for USDA business correspondence.

Please be sure to have this information handy during the account activation process.